

**UNAPPROVED MINUTES
CITY OF MILPITAS
ARTS COMMISSION**

Minutes: Regular Meeting of Arts Commission
Date of Meeting: Monday, March 24, 2003
Place of Meeting: Milpitas City Hall, Committee Conference Room 455 E. Calaveras Blvd.

I. Roll Chairperson Foulk called the meeting to order at 7:00 p.m.

Commissioner's Barrie, Cherry, Foulk, Gupta, Hicks, Ogle, and Rabe were present.

Commissioners absent Barnes and Hays.

City Staff Present: Renee Lorentzen, Public Services Clerk II; Jennifer Tagalog, Public Services Clerk Supervisor

City Council Liaison present: Armando Gomez

II. Pledge The Chair led the Commission in the Pledge of Allegiance.

III. Citizen's Forum None.

IV. Minutes MOTION to approve the February 24, 2003, minutes as submitted.
M/S: Barrie, Rabe
Ayes: (6) Barrie, Cherry, Foulk, Gupta, Hicks, Ogle, and Rabe
Absent: (2) Barnes and Hays

V. Agenda MOTION to approve the March 24, 2003, agenda as submitted.
M/S: Barrie, Ogle
Ayes: All Ayes
Absent: (2) Barnes and Hays

VI. Announcements/Correspondence

Commissioner Rabe and Ogle provided an update on the first 50th Anniversary meeting. They requested input from all Commissioners to provide creative ideas on how the city can celebrate all year with activities for the Community. The next meeting scheduled for March 31, 2003 will be a brainstorming session. Commissioner Barrie suggesting showing 50-year-old cars from Ford since this business had such an impact in Milpitas.

Chairperson Foulk informed the Commission of appropriate protocol and reminded them all that they should listen to all opinions of other Commissioners without judgement.

Renee Lorentzen, Public Services Clerk II, announced the following:

- Flamenco Society of San Jose's "Flamenco Ole!" Concert (Cultural Arts Support Program) was held on Sunday, March 2, 2003 with approximately 175 attending.
- Fremont Symphony CASP event was held at Milpitas High School on March 20, 2003 with over 1,200 students attending.
- Distributed flier on the GENCO event (CASP) to be held on April 5, 2003, at the Community Center. Commissioners Hays, Foulk, and Ogle had

signed up to attend the event. Should any other Commissioners be interested in attending, they should contact her at 586-2778.

VII. NEW BUSINESS

1. Meeting Location

At the February 24, 2003, meeting, the Commission expressed they would prefer to hold their meetings at the Milpitas Community Center, rather than the City Hall Committee Conference Room. Commissioner Cherry questioned why there was discussion about moving the meetings as she was not at the last meeting. Renee Lorentzen, Public Services Clerk II, explained that some of the Commission had discussed the option of having meetings at the Community Center since staff was recommending combining the Phantom Art Gallery Gala Openings with the Arts Commission meetings to avoid confusion about where the meetings were held and some Commissioners preferred accessibility and parking at that facility.

Commissioner's Cherry and Barrie preferred the Committee Conference Room due to the temperature of the room being more comfortable and regulated.

Chairperson Foulk and Hicks preferred having the meetings at one location to avoid any confusion on the location of meetings.

MOTION for the Arts Commission to continue meeting in the City Hall Committee Conference Room and walk over to Community Center for Phantom Art Gallery Gala Openings.

M/S: Ogle, Barrie

Ayes: (5) Barrie, Cherry, Foulk, Gupta, Hicks, and Ogle

Nays: (1) Rabe

Absent: (2) Barnes and Hays

Commissioner Rabe noted that she preferred the Community Center since the facility is more handicap accessible than City Hall where certain tiles are slippery.

Council member Gomez indicated that some of the tiles were scheduled to be sandblasted to reduce the chances of them being slippery.

2. May, 2003 Arts Commission Meeting Re-scheduled

The Arts Commission May 26, 2003, meeting falls on Memorial Day, a national holiday observed by the City of Milpitas. Chairperson Foulk asked that staff agendize the discussion of the May meeting's cancellation or rescheduling.

MOTION to re-schedule the May 26, 2003, meeting to May 19, 2003 due to Memorial Day Holiday.

M/S: Cherry, Barrie

All Ayes

Absent: Barnes and Hays

3. Phantom Art Gallery Artist Recognition

At the February 24, 2003, meeting, the Commission voted to combine Phantom Art Gallery Gala Openings and recognizing art contributors. Phantom Art Gallery Artists will be recognized at the appropriate Arts Commission meeting, with City Dignitaries and Artist family members invited. A certificate will be presented to the honored Artist and light refreshments will be served. The first Artist affected by the program change is Maby Hoskins. Her gallery date is from April 17 – July 19, 2003.

Staff distributed a copy of the certificate to the Commissioners. The Commission requested that the dates of the exhibit be added to the certificate.

Commissioner Cherry questioned staff on what the plan was for the Phantom Art Gallery Artist Recognition. Renee Lorentzen, Public Services Clerk II, indicated the plan would be as follows:

- At 7:00 p.m. the Mayor or designated City Council representative would give a brief speech and present the certificate along with the Arts Commission to the artist at the Phantom Art Gallery;
- Photos will be taken;
- Light refreshments will be served for attendees; and
- Meeting would be adjourned after refreshments.

Commissioner Cherry expressed concerns about not having a regularly scheduled meeting for the months in which the Phantom Art Gallery Gala's would occur. She felt that with the Work Plan established the Commission would need to meet each month, however, could conflict with her volunteer involvement with hosting refreshments at the Gala event. Staff indicated that the refreshments would be scaled down significantly so it wouldn't interfere with the meeting should they decide to meet after gala.

The Commission decided to hold the Gala event from 7-7:30 p.m. at the Phantom Art Gallery and then adjourn to the business meeting at the City Hall Committee Conference Room.

Note, receipt, and file.

4. Cultural Arts Support Program 2003-2004 Evaluation Process

CASP Grant applications for the 2003-2004 Funding Cycle are to be reviewed and evaluated at the April 28, 2003, Arts Commission meeting. In an effort to streamline the evaluation process and create a more comprehensive evaluation, there will be the addition of a staff evaluation sheet that will be averaged with the Commissioner's final score. Staff distributed the Evaluation sheet at the meeting for the Commission's review.

Commissioner Barrie requested that the evaluation sheet be re-formatted to include all evaluation areas (i.e. community, arts/cultural, and oral communication) on one page so the Commissioners wouldn't have to flip back and forth between the areas.

It was Commission consensus to move forward with the evaluation sheet that was submitted by staff at the meeting with the above mention formatting change.

Commissioner Gupta questioned staff on the different types of groups, which apply for funding. Staff provided an overview of the variety of groups which have typically applied for grants.

Commissioner Rabe suggested asking the applicants, if they would be willing to work with staff on 50th Anniversary celebration to continually reinforce and encourage participation in the yearlong festivities.

Commissioner Barrie requested that staff complete the appropriate scoring areas (i.e. returning applicant, new concept, etc.) prior to the meeting.

Renee Lorentzen, Public Services Clerk II, explained that the CASP binders would be distributed to the Commission in approximately 2-3 weeks with scoring sheets filled out as requested. She also explained that this year the applicants would not be informed of their rating at the meeting until after the scores have been tallied and re-verified. Staff would be returning with rankings at the May, 2003, Arts Commission meeting. She said all applicants will be receiving a copy of the new evaluation-rating sheet with a letter informing them of how the meeting will be conducted.

Commissioner Rabe felt the applicants should be informed of their ranking at the public meeting with verbal scoring vs. hearing at another time. Commissioner's Cherry and Barrie indicated that typically if you apply for a grant, you find out through the mail vs. at the meeting.

Commissioner Cherry felt it was sufficient to provide verbal feedback at the meeting to the groups. She expressed the importance of providing comments/suggestions on the evaluation sheets as all groups receiving them after the meeting. She also felt that adding up the scores at a later time would assist in reducing possible errors.

Note, receipt, and file.

5. Commission Liaison Appointments

At the February 24, 2003, meeting, the Chair asked that staff agendaize this item, so the Commission can reassign Liaison appointments, identifying those Commissions that need a Liaison and those Commissions that Staff could report to the Arts Commission on any pertinent information. The Commission discussed at length the purpose of the liaison assignments and whether it was necessary to continue assigning an individual Commissioner to each City Commission.

The Commission felt that some of the Commissions didn't discuss items that necessarily pertain to the Arts Commission on a regular basis.

Commissioner Barrie felt it was a duplication of efforts having the liaison assignments.

Below were some of the possible suggestions from the Commissioners:

- Staff review agendas and inform Commission of any items that may pertain to Arts Commission;
- Announce upcoming Arts Commission Events/Topics of interest during citizen's forum to other Commissions (rotating who attends so the Commissions will become familiar with all the members);
- Be pro-active by informing other Commissions that the Arts Commission is interested in collaborating on possible art venues i.e. Talent Show (YAC), Holiday Tree Reception (CAC)

Commissioner Cherry felt that someone should be assigned to the Library Advisory Commission and attend all meetings since they are discussing the future library facility which could potentially involve several art aspects. In addition she felt the following Commissions have art elements to them (PRCRC, Planning (due to interest in pursuing percentage for the arts), Sister Cities).

Renee Lorentzen, Public Services Assistant II, said staff would review the agendas and inform Commission of any pertinent items, which may involve Arts Commission to avoid gaps in communication. Commissioner Cherry volunteered to review all the agendas.

MOTION to change liaison assignments on voluntary basis, which would be assigned on monthly basis at Arts Commission meeting with staff input.

M/S: Barrie, Ogle

All Ayes

Absent: Barnes and Hays

6. Flute Player Postcard

By the request of Commissioner Rabe, this item was agendaized for Commission discussion on further action to be taken on creating a postcard with Milpitas' Flute Player as the subject. She felt this artwork should be displayed on a postcard featuring her in the new location (City Hall Pond) and made available free for the public. She also stated there were few postcards available representing Milpitas and felt the City should be showcased.

At the meeting two postcards were distributed which featured the Flute Player. The first postcard displays the Flute Player in the pond. 500 postcards were printed, however the artist requested they be pulled from racks due to poor quality of the photo. The second postcard was a collage postcard with four photos (one photo of Flute Player) which was created for the Nations In Bloom competition.

Commissioner Gupta suggested sending existing postcards to other Commissions to use up remaining stock and provide an opportunity to introduce themselves to other Commissions.

Commissioner Cherry gave an update on a current art collaboration in which students at Spangler and Pomeroy will be assisting with a mural at their school sites. She suggested possibly collaborating with the Milpitas Unified School District and incorporating a collage of different Milpitas artwork on a postcard.

The Commission was in favor of doing a postcard and determined the following:

- 1) Add postcard idea to Arts Commission Work Plan.

- 2) With artist's approval, distribute existing 500 postcards to Chamber of Commerce (possibly with new resident packets), existing flier racks at library and city facilities.

Commissioner Rabe also suggested incorporating something to do with the 50th Anniversary onto the postcard.

IX. OTHER BUSINESS

1. Staff Reports/Program Reports

2. Liaison Reports

- 2.1 **City Council** – Council member Gomez reported that the Council would be reviewing the amendment to the Work Plan.
- 2.2 **Community Advisory Commission** – none
- 2.3 **Senior Advisory Commission** - none
- 2.4 **Planning Commission** – none
- 2.5 **Youth Advisory Commission** -none
- 2.4 **Parks, Recreation and Cultural Resources Commission** - none
- 2.5 **Milpitas Historical Society** – none
- 2.6 **Sister Cities Commission** – none
- 2.7 **Library Advisory Commission** – none
- 2.8 **Milpitas Unified School District** – none

X. FUTURE AGENDA ITEMS

50th Anniversary Celebration

XI. Adjournment

There being no further business, Chairperson Foulk adjourned the meeting at 8:17 p.m. until the next scheduled meeting on April 28, 2003.

Respectfully Submitted
Jennifer Tagalog
Recording Secretary